

GOVERNMENT OF THE DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY



Contracts and Procurement Administration

HCA BRIEFING QUESTIONS
Part 2

- 1) Can the Human Care Agreement CQR be submitted while the License of 63 and 62 for your organization is pending?**

A Human Care Agreement Contractor's Qualification Record may be submitted while Licenses are pending. Specifically, your company should have submitted the application and all associated documents to the appropriate CFSA office and received a letter from that office acknowledging receipt of your application and its status, if applicable.

- 2) Certificate of Occupancy requirements; zoning code II ord. 7-24 states that housing less than 6 (7 with a handicapped resident) will not be require C and O's. (DCRA will not issue C and for homes that have 6, (7 with a handicapped resident) or less residents.**

Title 11 Section 3203.1 states, "Except as provided in §§ 3203.7, 3203.8, or 3203.9, or the second sentence of this subsection, no person shall use any structure, land, or part of any structure or land for any purpose until a certificate of occupancy has been issued to that person stating that the use complies with the provisions of this title and the D.C. Building Code, Title 12 DCMR.

11 DCMR section 201.1, states, "The following uses shall be permitted as a matter of right in R-1 Residence Districts:"

11 DCMR section 201.1(n), states, "Certain Community-Based Residential Facilities, as limited by the following:

(1) Youth residential care home, community residence facility, or health care facility for not more than six (6) persons, not including resident supervisors or

staff and their families; or for not more than eight (8) persons, including resident supervisors or staff and their families; Provided, that the number of persons being cared for shall not exceed six (6); and
(2) Emergency shelter for not more than four (4) persons; not including resident supervisors or staff and their families:

11 DCMR section 201.1(o), states, in addition to other uses permitted in this section, a community based residential facility for occupancy by handicapped persons shall be permitted as a matter of right; Provided, that the determination of handicapped facility shall be made according to the reasonable accommodation process and criteria set forth in 14 DCMR 111 et seq. (Section 802 of the FHAA defines handicap as follows):

"Handicap" means, with respect to a person -

- (1) A physical or mental impairment which substantially limits one or more of such person's major life activities.*
- (2) A record of having such an impairment, or being regarded as having such an impairment, but such terms does not include current, illegal use of or addiction to a controlled substance (as defined in section 102 of the Controlled Substance Act (21 U.S.C. 802))."*

11 DCMR section 201.1(p), states, "Youth residential care home, community residence facility, or health care facility for seven (7) to eight (8) persons, not including resident supervisors or staff and their families; Provided, that there shall be no property containing an existing community-based residential facility for seven (7) or more persons within a radius of one thousand feet (1,000 ft.) from any portion of the subject property."

3) What are specifics that should be included in the QA system how current must the agencies financial statement be?

The actual QA system developed for the agency should include a review process of program goals and outcomes, measurement tools utilized and specific staff assigned to complete the internal review system.

4) Submit evidence that the prospective provider's organizational structure will have a QA System which includes a QA coordinator to manage programmatic outcomes, electronic data management and other performance indicators.

Evidence shall be in the form of an organization chart and should clearly indicate the personnel that will be responsible for the QA system. Information required in no. (3) above should also be submitted.